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Personnel

**AIR TRAFFIC CONTROL TRAINING
PUBLICATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(MSgt Robert C. Wood)
Supersedes AFR 8-23, 30 October 1991

Certified by: HQ USAF/XOO
(Maj Gen Edwin E. Tenoso)
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This instruction implements AFR 36-22, *Military Training*, and outlines policies, procedures, and responsibilities for air traffic control (ATC) training publications. It establishes the ATC training series (ATCTS), prescribes the training series as specialized publications, and applies to all US Air Force ATC activities. This instruction is not applicable to the US Air Force Reserve.

Summary of Changes

This issuance aligns the instruction with AFR 36-22. It incorporates the requirements, information, and procedures formerly contained in AFR 8-23, and changes reference of AFSC 272X0 to 1C1X0 and AFSC 16XX to 13BXA.

1. General Information:

- 1.1. All ATCTS should reference standard publications where applicable. They complement existing instructions, technical orders (TO), and directives but do not replace them. Training programs and materials provide effective management devices for training and evaluation feedback of the entire training program.
- 1.2. The ATCTS furnishes standardized training materials for the US Air Force ATC officer (13BXA) and enlisted (1C1X1) career fields. The ATCTS uses the Instructional System Development (ISD) process in support of the Air Force Job Qualification Standards, Air Traffic Control Officer Upgrade Training Program, and AFI 13-203.
- 1.3. Major commands (MAJCOM) and units should develop ATCTS to support locally unique training needs using the ISD process. MAJCOM and unit developed training series will not duplicate material presented in any Air Force training series.

2. Assigned Responsibilities:

2.1. Air Force Flight Standards Agency (AFFSA):

- Develops and maintains Air Force ATCTS.
- Coordinates and validates training publications with agencies having collateral interests in specific publications.
- Ensures new publications are announced in the Air Force publishing bulletin.
- Develops revisions to the ATCTS due to changes in prescribed regulations, TOs, directives, or policies.

2.2. Major Commands:

- Maintain current copies of ATCTS applicable to subordinate units.
- Develop and maintain MAJCOM ATCTS, as needed.
- Review subordinate units' unique needs to ensure unit developed training series do not duplicate existing training series.

2.3. Subordinate Units:

- Maintain current copies of all Air Force and MAJCOM training series that apply to their facilities, equipment, and training responsibilities.
- Incorporate applicable ATCTS into the Controller Development Program.
- Develop and maintain ATCTS to support locally unique type training requirements.
- Forward locally developed training series to parent MAJCOM for approval.

3. Format for ATC Training Publications. The format may consist of programmed text, scripts, workbooks, sound-on-slide, videotapes, computer-assisted instructional systems and other electronic-assisted media based on specific training needs.

4. Numbering and Indexing:

4.1. Index the ATCTS publications (including MAJCOM and unit developed) by using letter and number combinations. The letters "AT" identify the publications as part of the ATCTS. The next letter identifies the major category: Air Traffic Control Management (M), Control Tower Operations (T), Radar and Nonradar Operation (R), General (G), Equipment (E), and Job Performance Aid (JPA). The number identifies a specific publication within a given category.

4.2. Each ATCTS publication, along with other relevant training materials, will be indexed in AFIND 0-25.

5. Establishing Requirements. Each echelon will set up ATCTS requirements, based on their needs, through their local publications distribution office.

6. Classification of ATC Training Publications. Training publications and series may be classified up to and including Secret.

7. Distribution of ATC Training Publications. The Air Force Publications Distribution Center distributes ATCTS according to functional needs submitted by the using activities. The training publications, by

nature, are not permanent documents and may be given to the person for workbook use and permanent retention. Distribute revisions based on established requirements.

8. Records Sets. AFFSA is the office of primary responsibility for the training series and maintains copies of originals.

9. Changes to ATCTS. Send recommended changes to HQ AFFSA/XV.

LARRY L. HENRY, Maj General, USAF
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